

**Stafford County Utilities Commission**  
**Meeting Minutes**  
February 11, 2014

**I. Call to order**

Chairman Bill Tignor called to order the regular meeting of the Utilities Commission at the George L. Gordon, Jr. Government Center on February 11, 2014 in the ABC Conference Room.

**II. Roll call**

Cheryl Giles conducted a roll call. The following persons were present: Joyce Arndt, Jeffrey Dunn, Alan Glazman, John Harris, DaBora Lovitt, and Bill Tignor. Harry Critzer, Janet Spencer, Deidre Jett, and Cheryl Giles were present for the Utilities Department.

**III. Election of Officers**

Nominations were opened for the office of Chairman. John Harris nominated Bill Tignor. Alan Glazman seconded the nomination. There being no further nominations, the commission voted on the office. Mr. Tignor was elected by a 6-0 vote.

Nominations were opened for the office of Vice Chairman. Mr. Harris nominated Joyce Arndt. DaBora Lovitt seconded the nomination. There being no further nominations, the commission voted on the office. Ms. Arndt was elected by a 6-0 vote.

Nominations were opened for the office of Recording Secretary. Mr. Tignor nominated Ms. Lovitt. Mr. Harris seconded the nomination. There being no further nominations, the commission voted on the office. Ms. Lovitt was elected by a 6-0 vote.

**IV. Public Presentations**

There were no public presentations.

**V. Approval of Minutes**

The December 12, 2013 and January 14, 2014 minutes were approved as written.

**VI. Commission Members' Comments**

Mr. Tignor welcomed the new members to the Commission and stated that the Commission is an advisory group. He commented that last year the Board of Supervisors decided they wanted the Commission's recommendations on Utilities items that were on the Board's agenda. He stated he attended the Rocky Pen Run Reservoir Dedication Ceremony and that the Rocky Pen Run Reservoir project is nearly completed.

Mr. Glazman commented that he looks forward to serving on the Utilities Commission and learning more about the Utilities department.

Ms. Arndt commented she did not attend the Rocky Pen Run Dedication Ceremony due to the inclement weather.

Mr. Dunn commented he welcomed the opportunity to serve on the Commission.

## **VII. Director's Report**

Mr. Critzer reported the following items:

- ❖ On February 12<sup>th</sup>, weather permitting, plugging of the diversion pipe will be completed at the Rocky Pen Run Reservoir site. Once the diversion pipe has been plugged and has had time to set up (about 24 hours), the River Intake Pump Station pump will be turned on.
- ❖ The portion of Rocky Run Road to be flooded has been closed. Construction of the two cul-de-sacs is expected to begin on February 17th. The asphalt roadway was tested for the presence of PCBs, and none were detected.
- ❖ Construction of the Rocky Pen Run Water Treatment Facility is still behind schedule. Staff believes it would be August or September before substantial completion is achieved.
- ❖ Rt. 1 to I-95 of the Falls Run Sewer Interceptor Replacement Project has been completed and is in service. The odor control system at the pump station is nearly completed. Funds are included in the FY15 CIP budget to run a new pipe through the tunnel liner or make a new bore under I-95 to allow installation of a new pipe.
- ❖ A local developer has agreed to donate a 2-acre site on Old Potomac Church Road to the county for the Courthouse Water Tank site.

Mr. Harris inquired about the public hearing date for the leasing of space upon the Stone River Water Tank and asked if the County requires environmental studies for this item. Mr. Critzer responded the public hearing is tentatively scheduled to be held at the March 18<sup>th</sup> Board meeting and the County does not require environmental studies, but Cingular Wireless may be asked to provide that type of information at the Board meeting.

## **VIII. New Business**

### **Proposed FY15 CIP Program**

Mr. Critzer reported that our customers, the Board of Supervisors, and staff have high expectations for our department. In order for us to meet those expectations, it takes a lot of time, effort and money. There are several water and sewer infrastructure replacement costs that are needed. A little over \$15M is projected for FY15 projects.

Mr. Critzer presented an overview of the proposed FY15 projects. The following 19 projects were highlighted:

#### **Water**

342 Zone Water System Improvements  
Phase 1 & 2  
Courthouse Area Water Tank  
Small Water Projects  
Water Distribution System Rehab Program  
Water Extension Projects

#### **Wastewater**

Claiborne Run Gravity Sewer Interceptor  
Ebenezer Church Pump Station  
Replacement  
Equipment Replacement-Aquia WWTF

#### **Wastewater (con't)**

Equipment Replacement-Little Falls Run  
WWTF  
Falls Run Sewer Interceptor Replacement-  
Phase 2  
Oaks of Stafford Pump Station Replacement  
Route 1 North Sewer  
Sewer Extension Projects  
Small Sewer Projects  
Sweetbriar Woods PS Force Main & Gravity  
Sewer Replacement  
Wastewater Pump Station Rehab

**Water & Wastewater**  
**Vehicles & Equipment Replacement**

Mr. Dunn asked if the County has an interest to do a leading edge waste-to-energy program. Mr. Critzer responded that there has been a lot of discussion about this type of program for the landfill and the county will require proposals for a waste-to-energy facility.

Discussion ensued about the Radio-Read Meters Program budgeted for FY16.

Mr. Glazman inquired about how CIP projects are prioritized and about the amount funded for the projects. Mr. Critzer responded that staff prioritizes projects by determining which projects are important and which projects could be completed within the year or could wait until the following year. The total amount projected for FY15 projects is \$15.269M. The proposed FY15 CIP Program and FY15 Budget have to be presented to the Board for adoption.

Ms. Jett explained that in September 2013, the authorization for bond proceeds was presented to the Board. In FY15, we will use bond proceeds to fund a portion of the CIP Program. Availability, operations, and bond proceeds revenue are used to cover debt service. Staff is working toward operations revenue covering the debt service by 2018. In February, an application will be submitted to the Virginia Resource Authority (VRA) for \$17M. A portion of the \$17M, about \$7M, will be for reimbursement of costs already incurred. We will borrow again in the fall of calendar year 2015 for FY16.

Mr. Dunn asked if additional capacity in the system is planned for the projected population growth. Mr. Critzer responded that once Rocky Pen Run is available and Abel Lake is brought back on line, then a decision will be made to determine if Abel Lake should be upgraded to a state of the art water treatment facility or to add on to Rocky Pen Run. The projected growth goes through to FY2050.

Ms. Arndt asked what will happen to the meter readers when the county switches to the radio-read meters. Mr. Critzer responded there may be less employees needed to read the meters, but we would still need employees to set meters and handle maintenance of the meters.

Mr. Dunn inquired about what security measures are in place for terrorist attacks. Mr. Critzer responded that in 2001, the department became very reluctant to provide drawings pertaining to the water and wastewater treatment facilities. Access gates and 24-hour coverage are located at each of the facilities.

**Proposed FY15 Operating Budget**

Ms. Spencer presented a comparison of the FY2014 and FY2015 expenditures for Administration, Abel Lake WTF, Smith Lake WTF, Rocky Pen Run WTF, Field Operations, Aquia WWTF, Little Falls Run WWTF, and Mechanical Maintenance.

**IX. Unfinished Business**

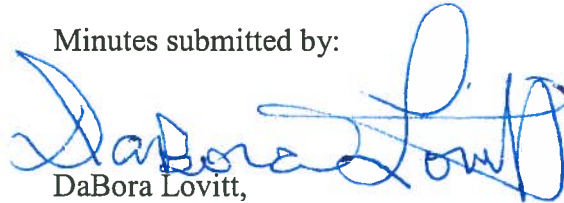
**Rocky Pen Run Project Financial Overview**

Ms. Jett reported that in January, about \$4.8M was spent on the project. Final payment was made for the reservoir area clearing. The dam, water treatment facility, mitigation, and various miscellaneous projects remain active. In March, about \$3.5M is expected to be spent.

**Adjournment**

There being no further business, Mr. Tignor adjourned the meeting at 8:20PM.

Minutes submitted by:

A handwritten signature in blue ink, appearing to read "DaBora Lovitt", is written over the printed name.

DaBora Lovitt,  
Recording Secretary